



**3 NUTRITION SERVICES**  
**3.20 Questionnaires**

*Effective: 12/1/95*  
*Revised: 3/1/01*

**POLICY:** At each certification, information is needed to determine risk factors, to provide counseling and referrals, and to collect data for entry into DAISy for program reporting and nutrition surveillance. The Prenatal, Breastfeeding/Postpartum, Infant, and Child Questionnaires (see Attachments) contain questions to assist with obtaining this information.

The Questionnaire must be evaluated at the first certification for every applicant, at recertifications when a categorical change occurs (e.g., infant to child, pregnant to breastfeeding), and at the next certification for transfers. While the Questionnaire is optional at other certifications, the 24-Hour Food Record/Eating Practices form must be completed at a minimum. When a full Questionnaire is not used at these certifications, the project must have a policy in place that delineates how the risk factor determination, referral, and data collection processes are completed.

Projects may develop their own integrated questionnaires/forms or procedures with other programs (e.g., HealthCheck, Prenatal Care Coordination, Head Start) to use with appropriate participants. See the "Release of Joint Program Application Form Information" section in FNS Instruction 800-1, an Attachment to the Confidentiality Policy, to assure compliance with federal requirements. Regardless of the information collection method, information required for WIC risk factor determination, referrals, and data collection must be obtained. Prior to implementing integrated forms, projects must obtain approval from their Regional Office Nutrition Consultant.

**PROCEDURE:**

**A. USE OF QUESTIONNAIRES**

1. Determine the procedure for use of the Questionnaires at first certifications, categorical changes, and at recertifications for transfers. The following procedures are general recommendations. Project procedures may vary based on the qualifications of staff at various "stations" and extent of integration and coordination with other services.
  - a) Mail or give the applicant a Questionnaire prior to the certification appointment.
  - b) At the Intake station, determine if the Questionnaire was completed (if given or mailed prior to the appointment). If not, have the applicant complete it and/or obtain assistance for the applicant in filling it out, if possible. Applicants must not be rescheduled or turned away if the Questionnaire is not



complete. Identify other programs the applicant participates in, how health care is paid for, etc. and enter the appropriate codes into DAISy.

- c) At the Nutrition station, review the Questionnaire for nutrition and history information and needed referrals. If there are unanswered questions, clarify verbally and fill in the responses; or document on the Risk Factor/Flow Sheet. Verify the 24-hour food record with the applicant and review the eating practices questions (see Policies 3.18 and 3.19).
  - d) Initial any changes made to answers the participant filled in.
2. Determine the procedures for obtaining information at subsequent certifications when categorical changes do not occur. Options include:
- a) Use a new Questionnaire.
  - b) Use a 24-Hour Food Record/Eating Practices form and develop a project policy that identifies how other needed information for risk factor determination, data collection, and referrals is obtained and documented.
    - (1) If the procedure is to update the previous Questionnaire, initial and date changes made.
    - (2) Verbally ask about changes in health status, programs participant uses, etc., and document on the risk factor/flow sheet.

## **B. REPEATED QUESTIONING**

Do not verbally repeat questions that the participant has answered on the Questionnaire unless verification or clarification is needed. If the response changes, change it on the Questionnaire and initial.

## **C. INCOMPLETE QUESTIONNAIRES**

There may be situations when it is not possible to obtain a completed Questionnaire. If so, document the reason why and use professional judgment for prioritizing what can be accomplished during the certification appointment.

## **NOTES:**

The order of the questions corresponds as closely as possible to the Data Collection form and WIC Risk Factor/Flow Sheets.

The 24-Hour Food Records are available as separate forms. The Questionnaires and 24-Hour Food Record forms are also available in Spanish. See the Wisconsin WIC Program Forms and Publications listing for form numbers.



**ATTACHMENTS:**

DPH 4670 Prenatal Questionnaire

DPH 4671 Breastfeeding/Postpartum Questionnaire

DPH 4672 Infant Questionnaire

DPH 4673 Child Questionnaire